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**SENIOR MANAGEMENT AUDITOR**  
**AUDIT DIVISION**  
**Permanent/Full-Time**  
**\$5,211.00 - \$6,286.00**  
**FINAL FILING DATE: September 29, 2006**

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All staff employed at the Victim Compensation and Government Claims Board are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible to our clients. Creativity and productivity are encouraged and every effort should be made to treat others fairly, honestly and with respect.

**POSITION SUMMARY:**

Under the general direction of the Executive Officer, the Senior Management Auditor (Chief) of the Audits and Investigations Branch (AIB) plans, organizes and directs audits and reviews of the major program functions at the Victim Compensation and Government Claims Board (Board). This position provides the highest level liaison to the Board members, Executive Officer, Chief Deputy Executive Officer, and the Deputy Executive Officers of Administration, Victims Compensation (VC), Revenue Recovery and Accounting (RRAD), and Manager of the Government Claims Program on Audit issues.

Exercises full management and supervisory responsibility and oversees the development, implementation, evaluation and maintenance of Board policy and procedures in the area of internal and external audits, and investigations; provides advice and audit expertise to management on the findings and recommendations of audits, and investigations; ensures that corrective action and department-wide compliance with statutory and regulatory requirements is achieved; acts as liaison to the State Auditor, Department of Finance, State Controller's Office, Legislature and federal audit agencies, in the area of audit functions/activities of the Board and oversees the coordination and implementation of findings and recommendations from external audits. Responsible for developing, modifying and administering audit unit goals, policies and procedures in order to accomplish audit and investigation program missions. Identifies issues, evaluates resources, establishes goals, objectives, action steps and time frames for meeting program goals.

Serves as a member of the Board's executive management team recommending strategies for ensuring that: (1) the programs administered by the Board in responding to individuals are equitable, efficient, and economical; (2) the systems and programs are in compliance with applicable rules and regulation; (3) resources are protected from fraudulent claims by individuals and entities.

Performs various tasks related to personnel management and development; provides leadership, guidance and direction to staff; assesses employee performance, establishes performance criteria and completes periodic appraisals; provides technical guidance and support.

Provides direction to audit staff conducting investigations of allegations of fraud or abuse of resources by individuals and entities and conducting external fiscal and program audits including Joint Powers (JP) Agencies, non-JP Counties, Victim Witness Centers, non-profit providers and for-profit providers; acts as liaison on investigations submitted to the Attorney General for further review and/or prosecution; reviews investigative work papers for organization, accuracy and conformance to standards; reviews and authorizes issuance of investigative reports; reviews audit work papers for organization, accuracy and conformance to standards; responsible for quality control of audit reports; reviews and authorizes issuance of audit reports.

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Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. **\*\*POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.\*\***

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California Relay Service: Voice line: 1-800-735-2922  
TDD User: 1-800-735-2929

040-300-4161-002

**WHO MAY APPLY:**

Current Senior Management Auditors eligible for appointment (i.e., *transfer, list eligibility, reinstatement*) may apply. **In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed.**

**SUBMIT APPLICATION AND RESUME TO:**

Victim Compensation and Government Claims Board  
Attn: Robin Jones/Human Resources  
P.O. Box 48  
Sacramento, CA 95812-0048  
Email: [rjones1@vcgcb.ca.gov](mailto:rjones1@vcgcb.ca.gov)  
(916) 324-3252

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